

**RULES  
OF  
THE TENNESSEE PEACE OFFICER STANDARDS  
AND TRAINING COMMISSION**

**CHAPTER 1110-3  
CURRICULA AND COURSE OF INSTRUCTION**

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**1110-3-.01 COURSE OF INSTRUCTION.**

- (1) Basic Course. The Commission shall approve a program of instruction comprising fundamental law enforcement skills and knowledge which shall be designated as the Basic Law Enforcement Course.
  - (a) Length. The Basic Law Enforcement Course shall include a minimum of 400 hours of instruction and study.
  - (b) Format. The Basic Law Enforcement Course shall have a curriculum format that contains the following elements:
    1. Each topic of instruction to be taught shall have specifically defined training objectives.
    2. Each topic of instruction to be taught shall be defined in a scope. The scope shall broadly describe the key teaching points that are to be covered.
    3. Each topic of instruction to be taught shall be assigned a minimum amount of time.
  - (c) Instructional Methods. The Basic Law Enforcement Course shall employ performance oriented instructional methods that help ensure successful achievement of the established training objectives.
  - (d) Administration. The Basic Law Enforcement Course shall be administered by a school certified (approved) by the Commission.
  - (e) Eligibility for Admission. Any officer shall be eligible for admission to the Basic Law Enforcement course who has met pre-employment requirements herein established.
  - (f) Testing for Basic Law Enforcement Course. Each Academy shall develop a system of testing which relates to training objectives.
  - (g) Certificate of Successful Completion. Each approved Academy shall issue to law enforcement officers a certificate suitable as evidence thereof.

**Authority:** T.C.A. §38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Amendment filed January 6, 1989; effective May 1, 1989. Amendment filed April 19, 2002; effective August 28, 2002.

**1110-3-.02 SCHOOL CERTIFICATION.** Other Courses. The Commission shall approve other courses of study or instruction as it may deem necessary to accomplish its objectives which may include Advanced Courses, Specialized Courses, and In-service Courses.

(Rule 1110-3-.02, continued)

**Authority:** T.C.A. §38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983.

### **1110-3-.03 CERTIFICATION FOR GENERAL POLICE INSTRUCTOR.**

- (1) Full-time General Police Instructor Certification - The Commission requires certification of any person employed, appointed, or designated as a full-time Police Instructor involved in teaching in a Commission approved Basic Recruit School. To be qualified for certification under these rules, the following requirements shall be met:
  - (a) Competency Requirements - An applicant shall possess the following training competencies which will be determined by the director of the training Academy:
    1. Possession of knowledge, skills, and abilities in all assigned areas.
    2. Ability to organize materials in written form (lesson plans) for teaching.
    3. Presentation of knowledge and skills.
  - (b) Instructor Certification Requirements.
    1. An applicant shall have at least four (4) years of experience as a full-time sworn law enforcement officer. One (1) year of college credit may be substituted for one (1) year of law enforcement experience, and must be in the criminal justice area, but shall not exceed two (2) years of substitution.
    2. An applicant shall successfully complete a forty (40) hour instructor development program approved by the Commission.

All full-time Law Enforcement Instructors who were so employed, appointed, or designated prior to January 1, 1985, must successfully complete the program before January 1, 1986. All full-time Law Enforcement Instructors employed, appointed, or designated on or after January 1, 1985, must successfully complete the program within twelve (12) months of their assignment.
    3. Any exceptions to the above rules shall be approved by the Commission.
  - (c) Application for Certification - Persons seeking certification shall:
    1. Submit application in such form as the Commission may require.
    2. Submit all supporting materials, certificates, etc.
- (2) General Police Instructor Certification is limited to officers employed full-time by a department presenting a Basic Police School.

**Authority:** T.C.A. §38-8-104. **Administrative History:** Original rule filed December 20, 1982; effective January 19, 1983. Repeal and new rule filed January 28, 1986; effective April 15, 1986. Amendment filed September 17, 1987; effective December 29, 1987. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed April 19, 2002; effective August 28, 2002.

### **1110-3-.04 CERTIFICATION FOR SPECIALIZED POLICE INSTRUCTORS.**

- (1) Specialized Police Instructor Certification - Those instructors, full-time or part-time, who instruct in basic classes, specialized schools, in-service training programs, or other approved training programs,

(Rule 1110-3-.04, continued)

desiring to obtain certification in specialized areas of instruction shall meet the following requirements:

(a) Requirements for Certification

1. An applicant shall have at least five (5) years of experience as a full-time sworn law enforcement officer; or, equivalent combination of education and experience as determined by the appointing authority.
2. An applicant shall successfully complete a forty (40) hour instructor development program and/or any equivalent combination of education and experience as determined by the appointing authority and approved by the Commission.
3. An applicant must have successfully completed a minimum of forty (40) hours of certified training in the specialized area having been approved by the POST Commission as requested by appointing authority.
4. Any exceptions to the above rules shall be approved by the Commission.

(b) Application for Certification.

1. Persons seeking certification shall submit application in such form as the Commission may require.
2. An applicant must submit a complete lesson plan in the specialized area.

(2) Reserved.

- (3) General Departmental Instructor Certification. This certification shall be limited to those training officers designated as the General Departmental Instructor for their department. Departments are not limited to one training officer; however, one training officer from each department shall be designated as a General Departmental Instructor and is exempt from the written forty-hour in-service training test. The training officer designated as the General Departmental Instructor may also attend a POST workshop training session each calendar year.

(a) Requirements for Certification.

1. An applicant shall have at least four (4) years of experience as a full-time sworn law enforcement officer. One (1) year of college credit may be substituted for one (1) year of law enforcement experience, and must be in the criminal justice area, but shall not exceed two (2) years of substitution.
2. An applicant shall successfully complete a forty (40) hour instructor development program approved by the Commission.
3. Any exceptions to the rules shall be approved by the Commission.

(b) Application for Certification.

1. Persons seeking certification shall submit application in such form as the Commission may require.
2. An applicant shall submit information from his employing agency which designates him as a training officer.

(Rule 1110-3-.04, continued)

**Authority:** T.C.A. §38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed January 6, 1989; effective May 1, 1989. Amendment filed August 4, 1992; effective November 29, 1992. Amendment filed October 25, 1993; effective March 1, 1994 amendment filed October 2, 2004; effective February 28, 2007.

**1110-3-.05 REVOCATION OF INSTRUCTOR CERTIFICATION.** Revocation of instructor certification will be considered by the Commission for the following reasons:

- (1) An instructor's employment is terminated for reason(s) detrimental to the law enforcement profession;
- (2) Failure to properly prepare and deliver adequate instruction;
- (3) Holder of instructor certification falsifies or omits information required on application for certification or on supporting document.

**Authority:** T.C.A. §38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed January 6, 1989; effective May 1, 1989.

**1110-3-.06 REVOCATION PROCEDURE AND HEARING.** Upon receiving a recommendation to revoke, plus supporting information and materials from the Agency Training Director and Agency Head, the Commission will notify the Instructor, by certified mail, that a special hearing will be within thirty (30) days. All parties involved will be required to appear.

**Authority:** T.C.A. §38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986.

**1110-3-.07 INACTIVE CERTIFICATION.** An instructor's certification becomes inactive if the holder of the certification does not instruct, within a two (2) year period, in a Commission approved course. Inactive certification may be reactivated upon written request and proof of instruction. The General and General Departmental Instructor Certification shall be placed in an inactive status upon termination from the agency requesting the certification.

**Authority:** T.C.A. §§38-8-107 and 38-8-111. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed August 4, 1992; effective November 29, 1992.

**1110-3-.08 REPORTING FORMS.**

- (1) POST-PI-1 (Application) must be used for General, General Departmental, and Specialized requests for certification.
- (2) POST-PI-2 (Change of Status - Police Instructor) must be used for appointments, reassignments, dismissals, etc.

**Authority:** T.C.A. §§38-8-107 and 38-8-111. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed August 4, 1992; effective November 29, 1992.